



RECRUITMENT ANNOUNCEMENT

RECRUITMENT #L50701

Opens: July 1, 2005

Closes: Open until further notice

FIELD AUDITOR 2 - DRS (14060)
\$2526 - \$3215 per month (Range 42)
(New salary effective 9/1/05 = \$2607 - \$3318 per month)

- LOCATION:** The register established by this recruitment will be used to fill future vacancies as they occur in Tumwater, Washington.
- DUTIES:** Performs field audits of employer payroll, personnel and fiscal records to assure compliance with State retirement laws and regulations. Requires **extensive overnight travel** across the state.
- HOW TO APPLY:** Send a completed Washington State job application to:
- Department of Retirement Systems
Human Resources
PO Box 48380
Olympia, Washington 98504-8380
- WHO MAY APPLY:** Anyone who feels they meet the desirable qualifications for this recruitment is encouraged to apply. Note: Candidates currently on the register for recruitment #L05003 need not reapply as these registers will be merged.
- SPECIAL NOTE:** **Candidates must be willing to undergo a criminal background check for these positions.**
- DESIRABLE QUALIFICATIONS:**
- Strong analytical skills, demonstrated by experience and/or education such as:
- twelve months of professional-level experience in the functional areas of auditing or accounting;
 - an undergraduate degree in accounting or business administration; and/or
 - cash handling experience coupled with 12 semester or 18 quarter hours of college-level accounting.
- Strong reading comprehension skills, demonstrated by experience and/or education such as:
- twelve months of professional-level experience interpreting and applying complex laws and/or rules to daily work responsibilities;
 - twelve months of professional-level experience in a technical field;

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- twelve months of professional-level experience in a position that's primary duties included research and gathering information for subsequent analysis; and/or
- an undergraduate degree in accounting or business administration.

Strong overall communication skills, demonstrated by experience and/or education such as:

- twelve months of professional-level experience, in which 50 percent or more of the duties included:
 - customer service duties, either in-person or on the telephone;
 - preparing written reports for an executive audience;
 - presenting technical information to diverse audiences;
- twelve months of experience in a public relations or communications capacity; or
- an undergraduate degree that included 12 semester or 18 quarter hours of college-level composition and communications classes.

<p>The State of Washington is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam Era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in alternative format, may call the Human Resources Office at (360) 664-7064 or TTY (360) 586-5450.</p>

Field Auditor 2 - DRS (14060)